



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

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MEMORANDUM FOR CIVIL AIR PATROL NATIONAL BOARD MEMBERS  
CAP-USAF/LG/XO/FM, LR/CCs, AND SD/DSD CAP/LG/DO/FM

FROM: CAP-USAF/CC CAP/EX

SUBJECT: Freeze Levels

It has become apparent that the current CAP wing freeze program needs some clarification and additional structure. Accordingly, the following guidelines are now in effect:

a. A CAP wing may be placed on freeze when CAP-USAF and/or CAP determines that a wing has inadequate controls over its resources. There are three levels of freeze actions:

(1) **Level One Freeze:** May be imposed on a wing with the approval of the respective CAP-USAF Liaison Region Commander, CAP-USAF Commander, or CAP Executive Director under those circumstances when such a freeze is deemed appropriate, including but not limited to, a result of findings from an Inspector General (IG) inspection, survey audit, or staff assistance visit (SAV), which concluded with a "Marginal" or "Unsatisfactory" rating. The level one freeze will stop acquisition of all equipment or supplies from DRMO or the NTC until appropriate corrective actions are accomplished.

(2) **Level Two Freeze:** May be imposed on a wing by the respective CAP-USAF Liaison Region Commander, CAP-USAF Commander, or CAP Executive Director under those circumstances when deemed appropriate, including but not limited to, when a wing fails to take the appropriate action, within six months to correct the condition leading to a level one freeze, will be placed on level two freeze. May also be imposed when the findings of an IG inspection, survey audit, or SAV are deemed "Unsatisfactory" and warranting immediate implementation of a level two freeze. The level two freeze will, in addition to the DRMO and NTC restrictions imposed under a level one freeze, stop the wing from gaining use of newly acquired vehicles, aircraft, or any communication equipment and stop the installation of new equipment for up-grades to aircraft. A level two freeze also prevents the wing from receiving equipment purchased through the counterdrug/demand drug reduction programs. A level two freeze does not prevent the wing from receiving computer equipment in an effort to provide the wing with the tools that may aid with the correction of the problem areas. New vehicles or aircraft destined for the wing in question will be assigned to a different wing by the CAP region commander until the freeze is lifted.

(3) **Level Three Freeze:** May be imposed jointly by the CAP-USAF Commander and the CAP Executive Director when a wing fails to take corrective action, within one year of level two freeze to correct the conditions leading to a level two freeze. A level three freeze will, in addition to the restrictions imposed under the level one and the level two freezes described above, be a total freeze on new or used equipment, aircraft, and vehicles; and will prevent reimbursement for vehicle or aircraft repairs. Denial of Air Force mission status will be at the sole discretion of the CAP-USAF Commander. In addition, the CAP-USAF Commander may recommend, through the CAP Executive Director to the appropriate authority, removal of the wing commander.

b. Liaison staffs are responsible for making this position known to their respective CAP wings. This is a joint CAP-USAF/CC and CAP/EX position.

  
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Commander